

# Development Applications – Mandatory Documents

FACT SHEET

## What Documents are Required when Submitting a Development Application?

Council has minimum information requirements, for common types of development, that must accompany a Development Application (DA) upon submission.

To make things easy, Council has a Submission Matrix and Checklist that sets out what documents are mandatory or may be required for the submission of a DA. You can use this document as a checklist when preparing your application.

You can find Council's **Submission Matrix** in **Annexure 1**.

## Document Naming Convention and Format

When preparing your application, each plan or document must be submitted on the NSW Planning Portal (see below) as a separate PDF file and named accordingly. You can follow the example below.

### Example file name format:

*Site Plan – 33 Moore Street, Liverpool – Lot 123 DP 1234*

Each plan or document must also provide specific information to enable a complete application and allow Council to carry out a full and proper assessment of each document. Please follow Council's 'Explanatory Note about Supporting Documents' as it sets out the base requirements for each document. You can use this as a checklist when preparing your documents.

You can find the **Explanatory Note about Supporting Documents** in **Annexure 2**.

## Nominating an Applicant

When nominating an applicant for your DA, it is important to note the following:

- All correspondence relating to the DA will be directed to the nominated applicant only.
- Council will only deal with the nominated applicant for any matters regarding the application. This includes phone and email enquiries.
- The applicant may be, but is not necessarily, the owner.
- You can nominate a person and/or company of your choosing to be the applicant.
- The applicant's name will also appear on the consent. However, a planning consent relates to the use of the land, not the applicant.

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## How to Lodge your Development Application – The NSW Planning Portal

DA's are lodged online through the NSW Planning Portal. You will need to follow the steps below to lodge your application:

1. Register for a NSW Planning Portal account to start your application on this link: [NSW Planning Portal](#)
2. Log in to complete the online application form, you will need:
  - Statement of Environmental Effects (SEE);
  - Owner's consent; and
  - Cost estimate report.
3. During the application process, you will be requested to upload further documents to support your application. See annexure 1 - the Submission Matrix.

You can find further information in a 'Development Application Online - How To guide for applicants' here: [Development Application Online - How to guide for applicants](#)

## Who can I speak with for more information?

### Lodging a DA

If you have any additional questions about how to lodge your DA, you can contact the **NSW Department of Planning, Industry and Environment** on 1300 305 695.

### DA Documentation

If you have any additional questions on preparing documents to accompany your Development Application, you can contact Council's Planning Advisory Team on [1300 36 2170](tel:1300362170) or come in and speak to our Planning Advisory Team at 33 Moore Street, Liverpool between 8:30am and Midday, Monday to Friday.

TABLE OF INFORMATION TO ACCOMPANY APPLICATION

This table identifies the minimum information required for the most common types of development

	Dwelling house & secondary dwellings	Swimming pools	Alterations and additions (dwelling)	Garage, outbuilding, carport, awning	Demolition	Home business	Rural (shed, farm building)	Subdivision	Dual occupancy / semi-detached	Multi dwelling housing / attached	Residential flat buildings	Change of use	Mixed use (commercial & industrial)	Commercial / industrial	Alterations and additions (other)	Signage	Applicant checklist	Council checklist – supplied
Survey plan (AHD)	●	●	●	○	●	○	●	●	●	●	●	○	●	●	●	○	□	□
Site plan (excluding floor plan)	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	□	□
Fully dimensioned Floor Plan	●		●	●	○	●	●		●	●	●	●	●	●	●		□	□
Elevations	●		●	●	●	○	●		●	●	●	○	●	●	●	●	□	□
Sections	●	●	●	●			●		●	●	●		●	●	●		□	□
Statement of environmental effects	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	□	□
Waste management plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	□	□
Basix certificate / commitments	●	●	●						●	●	●		●				□	□
Subdivision plan								●	○	○	○		○	○	○		□	□
Erosion / sediment control plan	●	●	●	●	●		●	●	●	●	●		●	●	●	●	□	□
Agreement for certification works	▲	▲	▲	▲			▲		▲	▲	▲	▲	▲	▲	▲	▲	□	□
Building specifications	▲	▲	▲	▲		○	▲		▲	▲	▲	▲	▲	▲	▲	▲	□	□
Engineering details	▲	▲	▲	▲		○	▲	●	▲	▲	▲	▲	▲	▲	▲	▲	□	□
Shadow diagrams	○		○	○					○	○	●		○	○	○		□	□
BCA report	○		○	○		○	○		○	○	○	○	○	○	○		□	□
Demolition plan and statement					●												□	□
Schedule of colours and finishes	●		●	●			●		●	●	●	●	●	●	●	●	□	□
Landscape plan	●	●	●	●			●		●	●	●		●	●	●		□	□
Streetscape elevation									○	●	●		●	○	○		□	□
Stormwater plans / OSD	●	●	●	●		○	●		●	●	●	○	●	●	●		□	□
Fire safety schedule						○				○	○	●	○	○	○		□	□
Public utility infrastructure report								○									□	□
Traffic report	○		○			○	○	○	○	○	○	○	○	○	○		□	□
Heritage impact statement	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	□	□
Arborist report	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Archaeological assessment	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Contamination report	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		□	□
Salinity management response	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Flood report	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		□	□
Flora and fauna assessment / SIS	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Bushfire report	○		○	○		○	○	○	○	○	○	○	○	○	○		□	□
Acid sulphate soils management plan	○	○	○	○		○	○	○	○	○	○	○	○	○	○		□	□
Onsite sewerage management report	○	○	○			○	○	○	○	○	○	○	○	○	○		□	□
Social impact assessment/comment								○		○	○	○	○	○			□	□
Quantity surveyor report	○							○		○	○		○	○	○		□	□
Odour Assessment	○							○									□	□

LEGEND ● Mandatory for all applications ○ May be required ▲ Mandatory for CC and CDC

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
<b>STATEMENT OF ENVIRONMENTAL EFFECTS (SEE)</b>	A detailed SEE is required for all types of development. This is a written statement that addresses the matters for consideration contained within Section 4.15 of the Environmental Planning and Assessment Act 1979. You can view the Act on the NSW Legislation website through this link: <a href="https://www.legislation.nsw.gov.au/">https://www.legislation.nsw.gov.au/</a>
<b>SURVEY PLAN</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• Plan to show title block containing project details;</li> <li>• North point drawn to true north;</li> <li>• Plan to show all existing structures on site;</li> <li>• Plan to show all existing vegetation on site;</li> <li>• Levels to Australian Height Datum (AHD), including contours and spot levels at regular intervals on both the subject site and adjacent footpath/Council reserve;</li> <li>• Plan to show location of any easements/restrictions/services affecting the site;</li> <li>• Plan to show location of any traffic devices within proximity of the subject site, and any services within the footpath area.</li> </ul> <p>A survey plan must be prepared by a Registered Surveyor or a suitably qualified Surveyor.</p> <p>Age of plan accepted – The survey plan must be current and not older than 12 months.</p>
<b>SITE PLAN</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• Plan to show title block containing project details;</li> <li>• North point drawn to true north;</li> <li>• Lot and DP, site address, boundary dimensions, site area, contour levels to AHD, existing vegetation and trees and indicate removal/retention;</li> <li>• Outline of existing building/development on site, shown dotted;</li> <li>• Location of proposed new building/development;</li> <li>• Location of all building/development on directly adjoining sites, including location of any windows contained within adjoining buildings;</li> <li>• Details of existing and proposed fencing;</li> <li>• BASIX commitments, eg., rainwater tank;</li> <li>• All proposed and existing setbacks;</li> <li>• Summary table calculations of site area, floor area, landscaped area etc; and</li> <li>• Do not show any residential floor layouts.</li> </ul>
<b>SITE ANALYSIS</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• North point drawn to true north;</li> <li>• Site dimensions and site area; location of existing vegetation; location of other buildings and structures; any heritage features (if applicable); location of fences and boundaries; drainage and effluent disposal (for rural areas); any overshadowing of the site by adjoining development; location, height and use of neighbouring buildings; street frontage features such as street trees, poles etc.;</li> </ul>

	<ul style="list-style-type: none"> <li>• Microclimate;</li> <li>• Direction and distance to local facilities;</li> <li>• Areas of public and private open space;</li> <li>• Sources of nuisance, eg., railway noise; and</li> <li>• Notable views and potential overlooking.</li> </ul>
<b>FLOOR PLAN</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• North point drawn to true north;</li> <li>• Plan to show title block containing project details;</li> <li>• Room names, areas and full dimensions;</li> <li>• All existing and proposed works;</li> <li>• Access for disabled, where relevant;</li> <li>• BASIX commitments, eg., skylight, rainwater tank;</li> <li>• Floor layout, rooms, walls, fixtures, storage areas, location of machinery, racking layout and height;</li> <li>• Existing and proposed fire safety measures;</li> <li>• Food shop fitout details; and</li> <li>• Floor plan is to be separated from Site Plan.</li> </ul>
<b>ELEVATIONS</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• Plan to show title block containing project details;</li> <li>• All elevations of the proposed building/development;</li> <li>• Proposed finished floor Reduced Levels (RLs);</li> <li>• Proposed finished ceiling Reduced Levels (RLs);</li> <li>• Existing and proposed ground Reduced Levels (RLs) at the base of the building;</li> <li>• A proposed Reduced Level (RL) of the ridge height of the roof form;</li> <li>• Roof pitch;</li> <li>• Dimensions of both wall height and overall height of the building taken from the existing ground level;</li> <li>• Any services located on the roof of the proposed building/development; and</li> <li>• Any air conditioning services, gas systems located on balconies or external walls of residential development.</li> </ul>
<b>SECTIONS</b>	<p>To address the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• Plan to show title block containing project details;</li> <li>• Section names and location on plan, eg., A/A, B/B etc.;</li> <li>• Proposed finished floor Reduced Levels (RLs);</li> <li>• Proposed finished ceiling Reduced Levels (RLs);</li> <li>• Existing and proposed ground Reduced Levels (RLs) at the base of the building;</li> <li>• A proposed Reduced Level (RL) of the ridge height of the roof form;</li> <li>• Roof pitch;</li> <li>• Dimensions of both wall height and overall height of the building taken from the existing ground level;</li> <li>• Any services located on the roof of the proposed building/development; and</li> </ul>



	<ul style="list-style-type: none"> <li>Any air conditioning services, gas systems located on balconies or external walls of residential development; and</li> <li>Longitudinal section of proposed driveway/ramp, including transitions, levels and height clearance, where basement parking is proposed.</li> </ul>
<b>WASTE MANAGEMENT PLAN</b>	<p>The Waste Management Plan must be prepared in accordance with Liverpool DCP 2008. The WMP is not a standard pro-forma document, however a form has been provided for small scale developments.</p> <p>A Waste Management Plan Form is available at <b>Annexure 3</b></p>
<b>WASTE WATER REPORT</b>	<p>A wastewater report which considers all potential wastewater flows on the property including all proposed and existing flows.</p> <p>Waste Water Report to be prepared in accordance with Council's Liverpool Development Control Plan Part 1, Section 15 – On-site Sewage Management Systems (OSMS);</p> <p>A Waste Water Report must be prepared by a suitably qualified and experienced person.</p> <p><b>Note:</b> a “suitably qualified and experienced person” is an Environmental Scientist or Engineer with a minimum Bachelor degree qualification and extensive industry experience in site and soil assessment within an on-site sewage management context.</p>
<b>BASIX CERTIFICATE</b>	<p>Required for all residential development including alterations and additions to existing dwellings valued at \$50, 000 or more, and swimming pools and outdoor spas with a minimum 40,000L capacity.</p> <p>The following information is required in accordance with Clause 136D of the Environmental Planning and Assessment Regulation 2000:</p> <ul style="list-style-type: none"> <li>BASIX Certificate ie current within 3 months</li> <li>All BASIX commitments to be identified on DA/CC plans;</li> <li>ABSA Certification and a set of stamped plans.</li> </ul> <p>A BASIX Certificate must be generated on the NSW Department of Planning BASIX website: <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a></p>
<b>SUBDIVISION PLAN</b>	<p>Required where subdivision of land/building is applied for.</p> <p>Council acknowledges that different types of subdivisions can be proposed, e.g., subdivision of land, strata subdivision of buildings, and the following information may not be necessary for all types of subdivision applications. Notwithstanding, as a guide, the following information can be requested by Council:</p> <ul style="list-style-type: none"> <li>North Point;</li> <li>Plan to scale;</li> <li>Proposed subdivision layout, and identification of proposed lots;</li> <li>Location and width of any proposed roads, and the legal status of those roads;</li> <li>Pavement treatment of any proposed roads;</li> <li>Any required traffic facilities;</li> <li>Any required community facilities, eg., open space, cycleways etc.;</li> </ul>

	<ul style="list-style-type: none"> <li>• Indicative plan of proposed development on new lots;</li> <li>• Existing and Finished Ground Levels, as per survey plan;</li> <li>• Location of any natural features;</li> <li>• Land to be dedicated for open space, drainage etc.;</li> <li>• Party walls;</li> <li>• Existing and proposed drainage easements, right-of-ways etc.;</li> <li>• Existing trees and vegetation as per survey, to be removed/retained;</li> <li>• Preliminary engineering drawings detailing proposed infrastructure including roads, stormwater, sewerage and earthworks;</li> <li>• Details of consultation with public authorities responsible for provision or amplification of utility services required by the proposed subdivision; and</li> <li>• Written owner's consent is required for proposed maintenance and support easements.</li> </ul>
<b>EROSION AND SEDIMENT CONTROL PLAN</b>	<p>Required where development proposes clearing or excavation of existing soil surface (including demolition, alterations/additions, or new development), stockpiling or landfill.</p> <p>Plan to show the following:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100, 1:200 or 1:500; and</li> <li>• Location and design of appropriate sedimentation and erosion control measures, including but not limited to, sediment fences, all weather access points, gutter and stormwater pit protection measures, stock pile location, and dust control measures.</li> </ul>
<b>ENGINEERING DETAILS</b>	<p>Plans to satisfy Council's technical and design specifications.</p> <p>Plans to show the following:</p> <ul style="list-style-type: none"> <li>• North Point;</li> <li>• Existing and proposed RLs;</li> <li>• Earthworks;</li> <li>• Roadworks;</li> <li>• Road pavements;</li> <li>• Road furnishings;</li> <li>• Stormwater drainage;</li> <li>• Landscaping works;</li> <li>• Erosion control; and</li> <li>• Water supply works and sewerage works, where relevant.</li> </ul>
<b>SHADOW DIAGRAMS</b>	<p>Required for the following:</p> <ul style="list-style-type: none"> <li>• All two storey dwellings, including alterations/additions;</li> <li>• All development containing residential dwellings, more than 2 storeys in height;</li> <li>• Any other development that adjoins residential development and has the potential to overshadow such development.</li> </ul> <p>Shadow diagrams must show the following:</p> <ul style="list-style-type: none"> <li>• North point drawn to true north;</li> <li>• Shadows cast at midwinter (21 June) at 9am, 12 noon and 3pm in plan form, at a scale of 1:200;</li> </ul>

	<ul style="list-style-type: none"> <li>• Shadows in plan and elevation form on an hourly basis, if shadows fall on neighbouring windows; and</li> <li>• Location of proposed development and existing development on adjoining site/s.</li> </ul> <p><u>Note:</u> Shadow diagrams may also be required for single-storey dwellings that are situated on a east/west oriented site.</p>
<p><b>NCC REPORT (Previously the BCA)</b></p>	<p>Required at the discretion of Council. May include complicated change of use, multi-storey residential, commercial and/or mixed residential/commercial and illegal development/building works.</p> <p>An NCC Report must establish compliance with the Building Code of Australia (BCA). Non-compliances with the deemed-to-satisfy provisions of the BCA must be justified against the performance requirements of the BCA.</p> <p>An NCC Report must be prepared by a person suitably accredited by the Building Professionals Board.</p> <p>Age of report accepted – no older than 6 months.</p>
<p><b>DEMOLITION PLAN AND STATEMENT</b></p>	<p>Required where demolition work is proposed.</p> <p><b>Demolition Plan</b> To contain the following details:</p> <ul style="list-style-type: none"> <li>• Plan at 1:100 or 1:200;</li> <li>• The location of the structure to be demolished, shown via a dotted line;</li> <li>• Elevations indicating the height of the structure above ground level and the distance from the structure to the boundary, or alternatively, a series of photographs indicating this information;</li> <li>• A description of the type of building, eg., house, shops;</li> <li>• For multi-storey development, a cross section of the building, showing its structural support system and the principal materials of its construction;</li> <li>• A description of the methods of demolition proposed to be used and the number of types of major items of equipment to be used in demolition;</li> <li>• A description of the methods proposed for handling and disposing of demolished materials and any hazardous materials;</li> <li>• A description of the proposed sequence of carrying out the demolition works and an estimate of the time, in days, that it is likely to take to complete all or each of the stages of the work; and</li> <li>• Details of the proposed hoardings, fencing, overhead protection and scaffolding. Details can be included as part of the DA, or alternatively, a separate DA can be made.</li> </ul> <p><b>Demolition Statement</b> To contain the following information:</p> <ul style="list-style-type: none"> <li>• A statement as to how the demolition works will comply with the safety requirements of AS2601-1991 and DCP Part 1 requirements.</li> </ul>



<b>SCHEDULE OF EXTERNAL COLOURS AND FINISHES</b>	<p>Required for new development, and alterations/additions that result in changes to the external appearance of the development, as outlined in the submission matrix.</p> <p>Schedule shall specify colours and finishes and include the manufacturer's details and a sample.</p>
<b>LANDSCAPE PLAN</b>	<p>Required for new development, and alterations/additions that result in changes to the landscaped area of the site, as outlined in the submission matrix.</p> <p>To show the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• North point drawn to true north; and</li> <li>• To be prepared by a suitably qualified person (the designer and their qualifications shall be provided on the plan), except for single dwellings, in which case Council will accept a plan prepared by the designer of the dwelling.</li> <li>• Location and identification of existing trees and other significant vegetation on site, and confirmation of those to be retained and those to be removed;</li> <li>• Location and identification of existing trees and other significant vegetation on adjoining sites that are likely to be affected by the proposed works;</li> <li>• Natural and finished ground levels to AHD, and details of all surface treatments and hard landscape elements;</li> <li>• A table containing the plant types, quantities, their height at maturity and pot sizes at planting;</li> <li>• A planting table with symbols matching the diagram identifying plant types, pot sizes and their height and maturity;</li> <li>• Layout and construction details of all garden beds, turf areas, edging, paving and fencing;</li> <li>• Details and specifications are to be provided for all elements of the design;</li> <li>• Method of tree protection for those trees to be retained;</li> <li>• Location of any drainage works proposed; and</li> <li>• Details of planter boxes, if proposed.</li> </ul>
<b>STREETSCAPE ELEVATION</b>	<p>To show the following:</p> <ul style="list-style-type: none"> <li>• Plan drawn to scale;</li> <li>• Plan to show subject site, and sites located either side of subject site;</li> <li>• Levels to AHD, including natural ground level, finished floor levels, and ridge height;</li> <li>• Roof pitch of proposed and neighbouring development;</li> <li>• All building works proposed, including fencing;</li> <li>• Position and front elevation of neighbouring development; and</li> <li>• Location of power poles and street furniture.</li> </ul>
<b>ON SITE DETENTION PLANS</b>	<p>Required in accordance with Council's 'On Site Stormwater Detention Policy'.</p> <p>This can be found at:  <a href="https://www.liverpool.nsw.gov.au/_data/assets/pdf_file/0005/111767/On-site-Stormwater-Detention-Policy.pdf">https://www.liverpool.nsw.gov.au/_data/assets/pdf_file/0005/111767/On-site-Stormwater-Detention-Policy.pdf</a></p> <p>Plans to be prepared in accordance with Council's on site stormwater detention technical specifications.</p>

<b>ESSENTIAL FIRE SAFETY SERVICES</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>• For Class 1b and 2 – 9 buildings, where a Construction Certificate/Complying Development Certificate is applied for; or</li> <li>• Where there is a change in the classification of a building.</li> </ul>
<b>ACOUSTIC REPORT</b>	<p>Required where:</p> <ul style="list-style-type: none"> <li>• Residential development is proposed near noise sources, including railway lines, arterial roads and aerodromes.</li> <li>• Required where other types of development are proposed near residential properties, e.g. use of an existing commercial building as a restaurant with extended trading hours, located adjacent to dwellings.</li> <li>• May be required depending on nature of proposal, e.g. where noise may be significantly increased.</li> <li>• Required where a development is likely to cause an acoustic impact on surrounding properties.</li> </ul> <p>An Acoustic Report must be prepared by a suitably qualified person.</p> <p>Age of report accepted – The Acoustic Report must be current.</p>
<b>TRAFFIC REPORT</b>	<p>Required for traffic generating development, as defined within SEPP (Infrastructure) 2007, or where application is seeking to vary the provisions of Liverpool DCP 2008, or where Council deems the type of development proposed requires submission of a site specific traffic report.</p> <p>Traffic Report must be prepared by a suitably qualified person.</p> <p>Age of report accepted – no older than 6 months.</p>
<b>HERITAGE IMPACT STATEMENT AND/OR CONSERVATION MANAGEMENT PLAN</b>	<p>Required where the application proposes development, involving any changes either to, or in the vicinity of:</p> <ol style="list-style-type: none"> <li>A heritage listed item, or site; and/or</li> <li>All, or any part of, a conservation area.</li> </ol> <p>Report to be prepared by a suitably qualified person.</p> <p>Age of report accepted – no older than 12 months.</p>
<b>ARBORIST REPORT</b>	<p>Required where the application involves the removal of a number of trees or tree management is required to reduce any impact of proposed development on existing trees.</p> <p>The report must include a Tree Survey which identifies the location, height, diameter, spread, species, health and significance of each tree on the land.</p> <p>Arborist Report must be prepared by a suitably qualified person.</p> <p>Age of report accepted – no older than 12 months.</p>

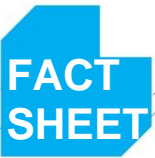
<b>ARCHAEOLOGICAL ASSESSMENT</b>	<p>Required where site is identified under Liverpool LEP 2008 as having potential archaeological significance or known archaeological significance.</p> <p>Archaeological Assessment must be prepared by a suitably qualified person.</p> <p>Age of report accepted – no older than 12 months.</p>
<b>CONTAMINATION REPORT (SEPP 55 – REMEDIATION OF LAND)</b>	<p>Required where site is identified as being contaminated, Council has reason to believe the site is contaminated, a site history audit has revealed potential contamination or required with the provision of State Environmental Planning Policy No 55–Remediation of Land.</p> <p>See: State Environmental Planning Policy No 55–Remediation of Land.</p> <p>A Contamination Report must be prepared by a suitably qualified person.</p>
<b>SALINITY MANAGEMENT RESPONSE</b>	<p>Required where locality is identified as having salinity potential on State Government issued maps, lands affected by groundwater salinity or in an existing or proposed urban area that may affect the processes of Salinization. Section 11 (Salinity Risk) of Liverpool DCP 2008 should be utilised to determine the appropriate salinity management response.</p> <p>Level 3 management responses are to be prepared by a suitably qualified person.</p>
<b>FLOOD REPORT</b>	<p>Generally required for large scale developments, or developments in critical situations, where land is identified by Council as flood prone.</p> <p>Report to be prepared by a suitably qualified person, and to be in a manner consistent with the ‘Australian Rainfall and Runoff’ publication, Council’s Drainage Design Specification, the NSW Government’s Floodplain Development Manual and any relevant floodplain management strategy.</p>
<b>VEGETATION/ FLORA AND FAUNA ASSESSMENT</b>	<p>Required where a site is identified as containing native vegetation or potential habitat for threatened flora or fauna. A 7-part Test of Significance (under the EP&amp;A Act 1979), is to be completed if any threatened species, populations, communities or their habitats, are identified or considered likely to occur within the area of impact.</p> <p>Report to be prepared by a suitably qualified person.</p>
<b>SPECIES IMPACT STATEMENT</b>	<p>Required where site is identified as critical habitat, or where development is likely to cause a significant impact on threatened species, populations or ecological communities, or their habitats.</p> <p>Report to be prepared by a suitably qualified person.</p>
<b>BUSHFIRE REPORT</b>	<p>Required where site is mapped as bushfire prone. One of the following reports shall be submitted to confirm compliance with Planning for Bush Fire Protection 2006:</p> <ul style="list-style-type: none"> <li>• A bushfire assessment report for residential developments or alterations/additions to a residential development.</li> </ul>

	<ul style="list-style-type: none"> <li>The land is affected by bushfire. A bushfire assessment report prepared by an accredited consultant must be submitted. The report must demonstrate how the development conforms to the specifications and requirements of the document entitled Planning for Bush Fire Protection, ISBN 978-0-646-99126-9 prepared by the NSW Rural Fire Services.</li> </ul>
<b>ACID SULPHATE SOIL MANAGEMENT RESPONSE</b>	<p>Required where locality is identified as having acid sulphate soil potential within the Liverpool LEP 2008 or development involves drainage or excavation which has the potential to result in the formation of acid sulphate soils. Section 12 (Acid Sulfate Soils Risk) of the Consolidated DCP should be utilised to determine the appropriate acid sulphate soil management response.</p> <p>Report to be prepared by a suitably qualified person.</p>
<b>QUANTITY SURVEYING REPORT</b>	A Quantity Surveying Report that provides an estimate of the proposed costs of the development prepared by a qualified surveyor.
<b>RETAINING WALLS</b>	<p>The following documents are required where application proposes a retaining wall.</p> <p><b>Site Plan must:</b></p> <ul style="list-style-type: none"> <li>Be drawn to scale;</li> <li>Show the North Point;</li> <li>Show the site Reduced Levels (RL) according to the survey plan (AHD);</li> <li>Show any easement;</li> <li>Show the location and setbacks of all retaining walls;</li> <li>Show all affected structures on site and adjoining properties;</li> <li>Notate the retaining wall Reduced Levels (rls) on the Top Of Wall (TOW) of the retaining wall(s);</li> <li>Notate the finished ground Reduced Level (RL) including any varying ground levels depicting cut and fill;</li> <li>Show the location of subsoil drainage lines and their connection to Council infrastructure; and</li> <li>Notate materials and other relevant notes, e.g. Trees to removed/retained.</li> </ul> <p><b>Elevation Plans must show:</b></p> <ul style="list-style-type: none"> <li>Be to a scale of 1:100 or 1:200;</li> <li>Show any fence;</li> <li>Show dimensions;</li> <li>Notate the reduced level (rl) of the top of walls (tows) of the retaining wall and the highest point of the fence (if any);</li> <li>Notate the reduced level (rl) of the ground level, whether filled/cut or natural; and</li> <li>Notate materials and other relevant notes.</li> </ul> <p><b>Section detail plan must:</b></p> <ul style="list-style-type: none"> <li>Be to a scale of 1:20 or larger if required;</li> <li>Show the location of the property boundary;</li> <li>Show the location and height of the dividing fence (if any);</li> <li>Notate the ground reduced level (rl) of the adjoining lot;</li> </ul>

	<ul style="list-style-type: none"> <li>• Show the construction method of the wall (timber/masonry);</li> <li>• Show the footing design relative to the boundary;</li> <li>• Show the extent of backfill and free drainage material;</li> <li>• Show the extent of land cut/fill;</li> <li>• Show the stormwater subsoil drainage line cross-referencing the storm water layout; and</li> <li>• If fill is introduced to the site to level out the land, the section plans must show and notate the line of existing natural ground level (ngl) and the new ground level (gl).</li> </ul>
<b>CLAUSE 50 (1A) AND (1B) OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000 – (SEPP 65)</b>	<p>Required for residential flat development to which the State Environmental Planning Policy No 65 – ‘Design Quality of Residential Flat Development’, applies.</p> <p>The following shall be submitted:</p> <ul style="list-style-type: none"> <li>• Design verification statement from a qualified designer, addressing the requirements of SEPP 65; and</li> <li>• Additional details contained within the SEE, as required in accordance with SEPP 65.</li> <li>• Plans must be drawn by a registered architect. The registration number must be shown on plans.</li> </ul>
<b>SIGNAGE DETAILS</b>	<p>Required where signage is proposed.</p> <p>The following shall be submitted:</p> <ul style="list-style-type: none"> <li>• Details of the proposed structure and construction materials;</li> <li>• Dimensions;</li> <li>• Colours, type and overall design of the sign;</li> <li>• Proposed sign wording and method of any illumination; and</li> <li>• Footing details for pylon signage.</li> </ul>
<b>ADAPTABLE HOUSING DETAILS</b>	<p>Required where development contains adaptable dwellings (eg., residential flat buildings or mixed commercial/residential development).</p> <p>The following information must be provided:</p> <ul style="list-style-type: none"> <li>• Checklist demonstrating compliance with Class A, B or C dwelling in accordance with AS 4299-1995; and</li> <li>• Pre and post adaptation drawings.</li> </ul>

# ANNEXURE 3

## FORM – WASTE MANAGEMENT PLAN

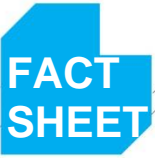


Waste Management Plan – Construction					
Will you use Site Cleaners?	<input type="checkbox"/> Yes, for some work or <input type="checkbox"/> Yes, for all work or <input type="checkbox"/> No		Estimated total volume or weight	_____	
Please supply details of site cleaners used	ABN Number _____ Name _____ Phone _____ Mobile _____				
<b>If using site cleaners for all work, please STOP here. DO NOT continue to complete form.</b>					
All Excavation Material including Swimming Pools	<input type="checkbox"/> Less than 10m <sup>3</sup> <input type="checkbox"/> More than 10m <sup>3</sup>		<input type="checkbox"/> Reuse onsite <input type="checkbox"/> Reuse offsite <input type="checkbox"/> Landfill Disposal		
Address if reused off site _____					
Name and Address of licensed landfill _____					
Type of Material	Less than 10m <sup>3</sup>	More than 10m <sup>3</sup>	How will you manage this waste?		
			Onsite	Recycle	Landfill
Bricks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timber (clean or treated) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plasterboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Principal Off-Site Recycler</b>			<b>Principal Licensed Landfill Site</b>		
_____			_____		
_____			_____		



# ANNEXURE 3

## FORM – WASTE MANAGEMENT PLAN



### Waste Management Plan – Demolition



#### Demolition Containing Asbestos

Please fill in if applicable

Tick  if under 10m<sup>2</sup>   

Tick  if over 10m<sup>2</sup>   

(If under 10m<sup>2</sup>, complete General Demolition Waste details)

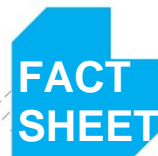
Work Cover Licence No.	
Demolition Contractor Details	
Licensed Landfill	

#### General Demolition Waste

Type of Material	Less than 10m <sup>3</sup>	More than 10m <sup>3</sup>	How will you manage this waste?		
			Onsite	Recycle	Landfill
Bricks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timber (clean)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timber (treated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asphalt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plasterboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other- specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Off-Site Recycler		Principal Licensed Landfill Site			

# ANNEXURE 3

## FORM – WASTE MANAGEMENT PLAN



<b>Waste Management Plan – Ongoing Waste and Recycling (Medium &amp; High Density Residential Development only)</b>	
<input type="checkbox"/> Residential Development Multi Unit Dwellings (MUD) <input type="checkbox"/> Mixed Residential/Commercial Development	<input type="checkbox"/> Commercial/Industrial Development (including Child Care Centres)

If you have ticked the commercial/industrial development option, a commercial waste service must be provided. As Council does not provide a commercial waste service, please STOP here. DO NOT continue to complete form.

### Council specifications for waste collection

Garbage bins and Recycling Bins provided by Council to RFBs at 120 litres per unit per week as follows:

Bin Types	Bin Allocation for Proposed Units- Weekly Service	Bin Allocation for Proposed Units- Twice weekly Service	Truck Required To Service Bin
240 litre mobile bin*	1 per 2 units	1 per 4 units	Side lift
360 litre mobile bin**	1 per 3 units	1 per 6 units	Side lift
660 litre bulk plastic bin	1 per 6 units	1 per 12 units	Rear Lift
1100 litre bulk plastic bin	1 per 9 units	1 per 18 units	Rear Lift
1m3 metal bin	1 per 8 units	1 per 16 units	Front lift
1.5m3 metal bin	1 per 13 units	1 per 26 units	Front lift
3 m3 metal bin	1 per 25 units	1 per 50 units	Front lift
4.5m3 metal bin	1 per 38 units	1 per 76 units	Front lift

\*Mobile bins must be presented to kerb for collection

\*\*Only provided for garbage not recycling

**Note:** 240 litre garden waste bins, on request for use in common areas, collected fortnightly ONLY

Please complete the table below by indicating the number and size of bins required for the number of units proposed (which will determine the frequency of waste collections per week).

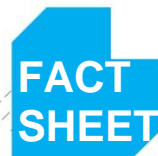
Bin Type	Number of Individual Units	Number of Bins Required	Collection
			<input type="checkbox"/> Weekly <input type="checkbox"/> Twice weekly

Dimensions of each bin type:

Bin Receptacle	Length (mm)	Width (mm)	Height (mm)	Bin Footprint (m <sup>2</sup> /bin)
140L	640	535	920	0.27
240L	730	580	1060	0.42
360L	865	650	1100	0.42
660L	1420	780	1210	1.16
1100L	1420	1100	1270	1.71
1m3	1740	1100	1100	0.99
1.5m3	2040	1250	1220	1.46
3m3	2040	1650	1590	2.10
4.5m3	2040	1995	1830	3.20

# ANNEXURE 3

## FORM – WASTE MANAGEMENT PLAN



Waste Management Plan – Ongoing Waste and Recycling (Medium & High Density Residential Development only)		
5.	What is the maximum distance from any dwelling to the garbage disposal point (whether disposal is to a bin bay or chute)?	_____ metres
6.	Is there a storage area provided for the storage of bulky waste?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>a</b>	What are the dimensions of this room?	_____ metres (height) _____ metres (depth) _____ metres (width)

### Collection vehicle specifications:

Vehicle	Length	Width	Height	Servicing height	Weight (loading)	Turning Radius
Side	9.5m	2.5m	3.5m	3.5m	23.0t	Kerb to kerb 10.3m Wall to Wall 11.0m
Rear	9.9m	2.5m	3.4m	3.4m	22.5t	Kerb to kerb 10.5m Wall to Wall 11.5m
Front	10.2m	2.5m	4.3m	6.4m	27.5t	Kerb to kerb 12.3m Wall to Wall 13.2m

### Storage of Waste:

1.	Is there sufficient space allocated within each dwelling for one day's waste and recycling?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Is there a waste storage area or enclosure provided that can house the total number of bins nominated above? This includes sufficient space for separation of each bin type, movement of bins and access by residents and waste collection vehicles.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>a</b>	Please advise the dimensions of this area	_____ metres (height) _____ metres (depth) _____ metres (width) _____ metres (area)
3.	Is there a compactor provided in the garbage room? <i>Please note compaction units will not be supplied or maintained by Council. Any proposal seeking to utilise a static compaction unit is required to be provided and maintained privately. This requirement would be imposed by way of a restriction on the title of the land.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If NO, proceed to question '4'</b>
<b>a</b>	Please detail the type of system (i.e.: carousel, optic sensors, number of bins, automatic bin exchange, size etc?	
<b>b</b>	What is the ceiling height of the garbage room?	_____ metres
<b>c</b>	What is the compactor diameter?	_____ metres
<b>d</b>	Compaction ratio?	_____/_____
4.	Is there a garbage chute system installed?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If NO, proceed to question '5'</b>
<b>a</b>	Is there a waste service room or enclosed chute space provided on each storey?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>b</b>	Is there sufficient space allocated for recycling in the service room(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>c</b>	How many storeys will the chute service?	_____

## ANNEXURE 3

### FORM – WASTE MANAGEMENT PLAN

#### Collection of Waste:

7.	Is there a caretaker on-site responsible for managing waste?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	What is the available street frontage for presenting bins to kerbside, if applicable?	_____ metres
9.	If requesting on site collection of bins, please verify the collection vehicle and that the required specifications can be met?	Side <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/>
a	All vehicle access and loading facilities designed in accordance with the relevant vehicle specification above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b	The waste storage area or enclosure is located at ground level of first underground level?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c	If using any of the metal bins, an opened waste storage area has been provided close to an access point where the collection vehicle can drive straight into to access bins?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
d	The waste storage area or enclosures opening and access path will have clearance of all vehicles and obstacles and relevant signage to this affect?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e	The driveway is of a thickness and structural integrity to withstand the weight loading of the relevant vehicle as specified above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
f	The building is designed to ensure all collection vehicles are off the road at all times when collecting bins?	Yes <input type="checkbox"/> No <input type="checkbox"/>
g	Collection vehicles can enter and leave the site in a forward direction with minimal or no reversing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	What is the maximum distance from garbage/recycling room to the collection point or street frontage?	_____ metres

**Note:** Council and its contractors are indemnified from and against all actions, claims, demands and other proceedings which may be made or recovered in respect of any damage to property, personal injury or death which relates to carrying out waste and recycling collection on site.

#### Mixed Residential/Commercial (only)

11.	Do the residential and commercial waste areas have a separate collection point?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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